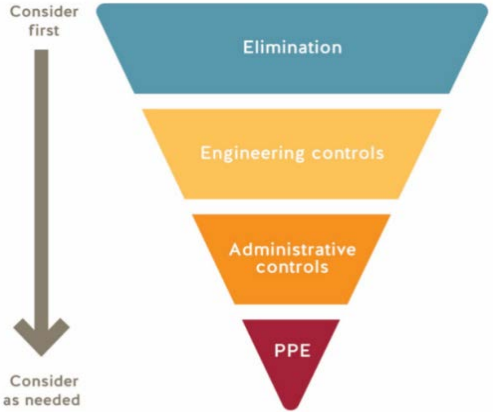
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the BCIT COVID-19 Go-Forward Plan for additional information.

CONTACT INFORMATION

Course/Program Name:	**Fire Protection Inspection and Testing (Part Time Studies)**		
Proportion of program offered on campus:	***Up to 10% (All lectures online, exams on-campus for a few of the 11 courses)***		
Start date:	Sep 9, 2020	**End date:**	Aug 31, 2021
# of students:	14 max	**# of employees:**	6 (however, just one instructor has requested on-campus exams)
Completed by:	Name Brent Dunn	Position Associate Dean	Date Sept 23, 2020 – initial submission Nov 13, 2020 – amendment 1



ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course.
NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.

Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Burnaby - SW1	1205	Common Lecture Hall	14
Burnaby - SW1	1203	Female Washroom	1
Burnaby - SW1	1210	Male Washroom	1

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).
Online exam integrity is a concern to faculty and to regulatory bodies (ASTTBC) as the exams are similar to certification exams which allow students to register as fire protection technicians by passing the exam.

CONTROL MEASURES

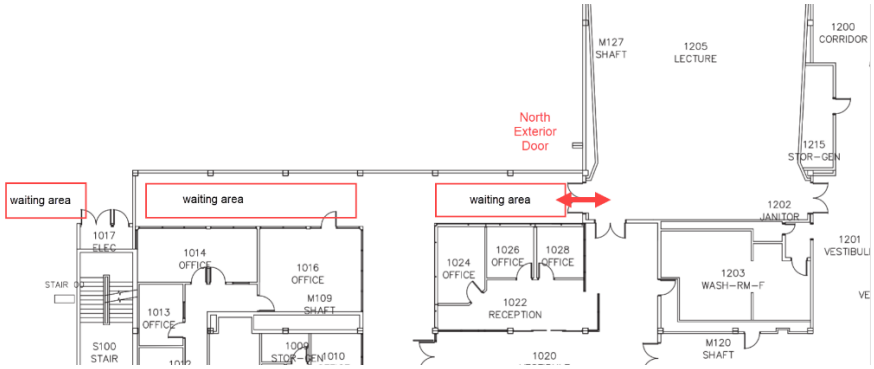
COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

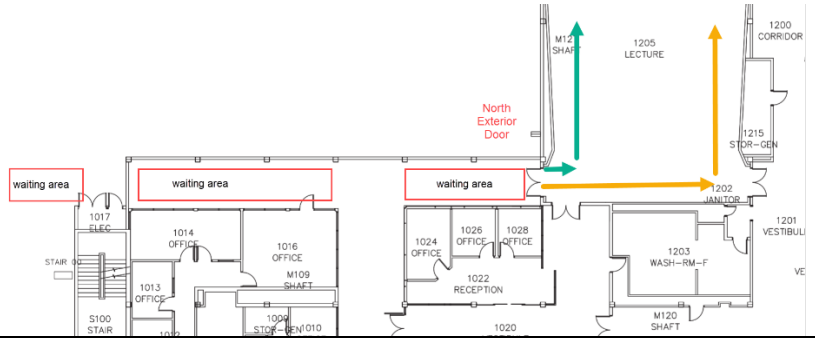
Directions for completing a Safety Plan:

1. *First step of this process is to review the BCIT COVID-19 Go-Forward Plan as the overall planning document for this process.*
2. *Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.*
3. *For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.*
4. *The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.*
5. *Implement all the safety measures in this Safety Plan.*
6. *The manager completes a site visit to ensure all control measures and safety supplies are in place.*
7. *The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.*

8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the Risk Assessment Controls Guidance and Hierarchy of Controls. For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☒	☐	☐	SW1-1205 has been assessed for 2 m physical distancing (see Appendix A for layout and designated seat numbers)
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☐	☐	☒	
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☐	☐	Students will be emailed and told to wait 2 m apart outside by the North Entrance (N) to SW1-1205 (this is an outside entrance to the lecture hall). The email will include a diagram similar to below. The waiting area is a covered walkway which is open to the courtyard so students can easily step into the courtyard should anyone need to walk down the breezeway or access office 1016. Students will be standing outside only for 5-10 minutes prior to entering and this will be at 6:30pm in the evening so it is anticipated that traffic in this area will be minimal. 
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	Classroom fits 14 students so exam will be capped at 14.

#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☐	☐	☒	No shared spaces. Students arrive to campus to write test and then leave once they complete the test. Only one student at a time will be allowed to go to the washroom and after the test students will only be allowed to leave one student at a time.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	Under the instruction of the instructor, students will enter the lecture hall one at a time, use the hand sanitizer at the entrance and go directly to their assigned test spot. The first half of students will fill up the south side seats (yellow line in diagram) and the second half of students the north side seats (green line in diagram). As students finish the test, they will leave using the North exterior door. As they are leaving they will drop their exams in a box sitting by the exit door. If multiple students are leaving at once, the instructor will coordinate their departure so that 2m distancing is maintained as they exit. 
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☐	☐	☒	Students will be advised to bring their own water bottle should they require water.
8.	Mobile fans have been removed or put out of service.	☐	☐	☒	
7.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit 1*
8.	Break area(s) for student use have been identified.	☐	☐	☒	*If yes, what control measures are in place to maintain physical distancing?* *Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐*
9.	Break areas for employee use have been identified.	☐	☐	☒	*If yes, what control measures are in place to maintain physical distancing?* *Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐*
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					

#	Control Measure	Yes	No	NA	Details (as per Directions)
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	SW1-1205 allows for physical distancing of 2m.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
	Other:	☐	☐	☒	
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	☐	☐	☒	
14.	Posted: Hand washing sign(s) Item 29B	☐	☐	☒	
15.	Posted: Health screen sign(s) Item 3C	☐	☐	☒	
16.	Posted: Hand washing sink location sign(s) Item 14A	☐	☐	☒	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☒	
18.	Posted: Protect yourself sign(s) Item 21A	☐	☐	☒	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☐	☐	☒	
20.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	AD and instructor will review safety procedures after each test to determine if any changes are required.
22.	All students have completed the online Pandemic Exposure Control Plan training.	☒	☐	☐	*How will compliance be checked:* Faculty will check completion a minimum of 24 hours prior to exam using Excel tool developed for the task and/or requiring students to email their record of completion to faculty. Those not complete will not be allowed to write the exam.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☐	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☐	☐	☒	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course*
26.	Other:	☐	☐	☒	

#	Control Measure	Yes	No	NA	Details (as per Directions)
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	Students will bring their own supplies and reference material. Instructor will only provide the paper exam.
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	North door will be used for all students entering and exiting the lecture hall.
29.	Handouts, papers, and items are not physically provided to students.	☐	☒	☐	Printout of exam provided to students but writing utensils and calculators brought by students. The faculty will print all the exams and handle them only after washing hands. The faculty will distribute the exams on the designated spots in the lecture hall and then will not handle them again as students will place them in a box as they exit. The faculty will take the box and will allow the box of exams to sit for 3 days before being marked.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☐	☐	
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	Students have a designated spot to sit (see Appendix A for Lecture Hall layout).
33.	Single-use (disposable) products are used where feasible.	☐	☐	☒	
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	Accommodation plan: Students who miss the exam will be given an alternate arrangement including allowing to make up the exam at a later date either in-person, under the supervision of a selected proctor, or from home using video proctoring.
35.	Procedures in place to screen students on a daily basis.	☒	☐	☐	*The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.*
36.	There is a procedure in place if a student or employee becomes ill on campus.	☐	☐	☒	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.* Students only come to campus once and will be told not to come if they are ill.
37.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	☐	☐	☒	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.* Students will be asked to stay at home. Faculty will work with the student to make arrangements for the student to write at home using a proctor or under video proctoring.

#	Control Measure	Yes	No	NA	Details (as per Directions)
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☐	☐	☒	One time test
39.	Other:	☐	☐	☒	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	☐	☐	☒	*List the ppe and tasks/activities it is required for:*
41.	Training is provided for the above PPE to students and employees.	☐	☐	☒	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.	☐	☐	☒	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.* *List PPE and tasks/activities required for:*
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☐	☐	☒	*Post applicable signs in a visible location if ppe required.* *Use the Student Orientation checklist to assist orientation/training by instructors.* *Use the Employee Orientation checklist to assist orientation/training by their supervisors.*
44.	Other:	☐	☐	☒	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* Upon approval, room will be timetabled so that cleaning services will be notified. If required, a separate facilities work request will be created.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☐	☐	☒	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* *What ppe is required:*
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☐	☐	☒	*Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.* Students arrive for the test, apply sanitizer supplied by the faculty, write test, apply sanitizer and leave campus.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☐	☐	☒	*Sink Location:_____* *Stocked with soap Y ☐ N ☐ paper towel Y ☐ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location: Just inside Lecture Hall (see diagram in point 3).*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Will hand sanitizer be refilled by department: Y ☐ N ☒ *If No, describe: One container provided by faculty will be sufficient for the exams.*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☐	☐	☒	*If not, describe:*
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☒	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.*
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	*Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):* Tables and chairs will be sanitized by cleaning services.
54.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:* *Where is the storage:*
55.	Other:	☐	☐	☒	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☐	☒	☐	*Ensure this COVID-19 Safety Plan is posted.* Exam at end of course. Faculty will ensure that plan is followed.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☐	☒	☐	*Who conduct the audits and how often?* AD will follow up with faculty following the exam to confirm that plan was followed.

APPROVAL

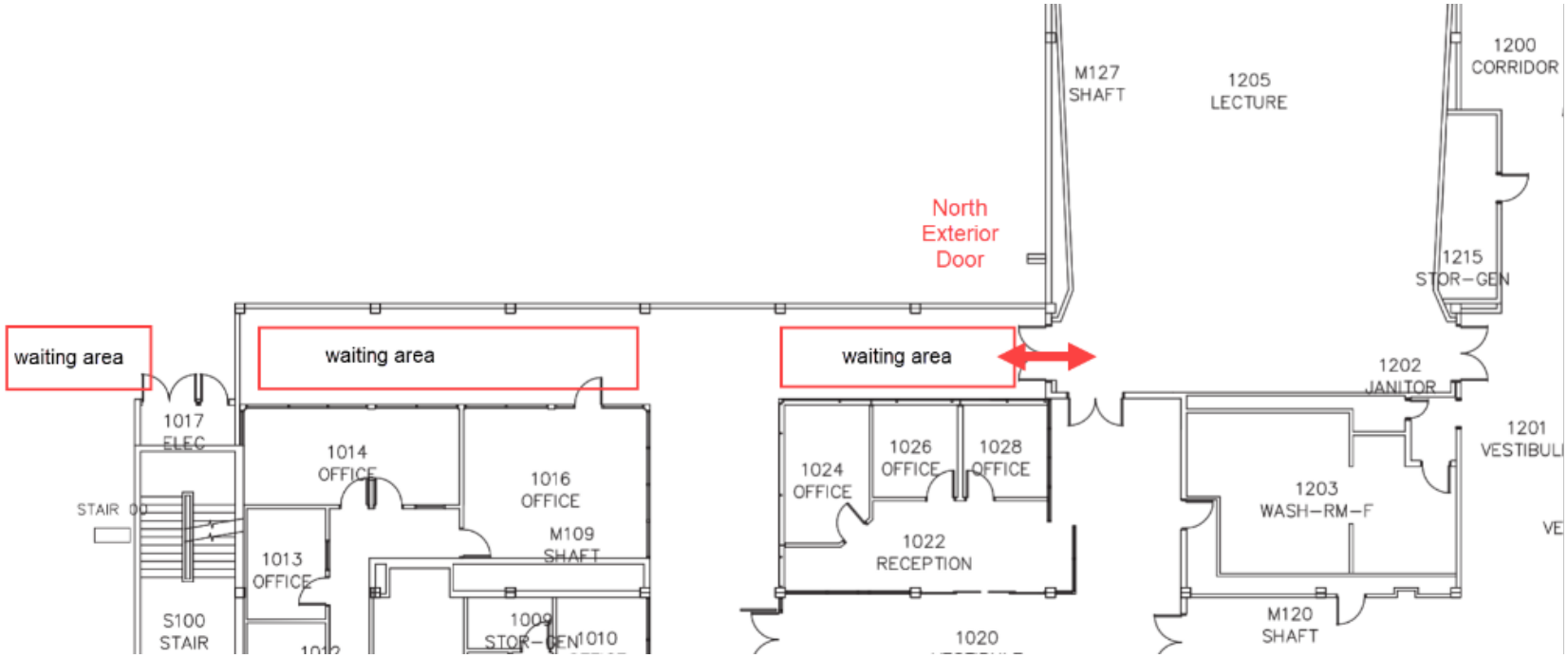
All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name **Brent Dunn**	Position **Associate Dean, Mechanical Engineering**	Date **Nov 13, 2021**

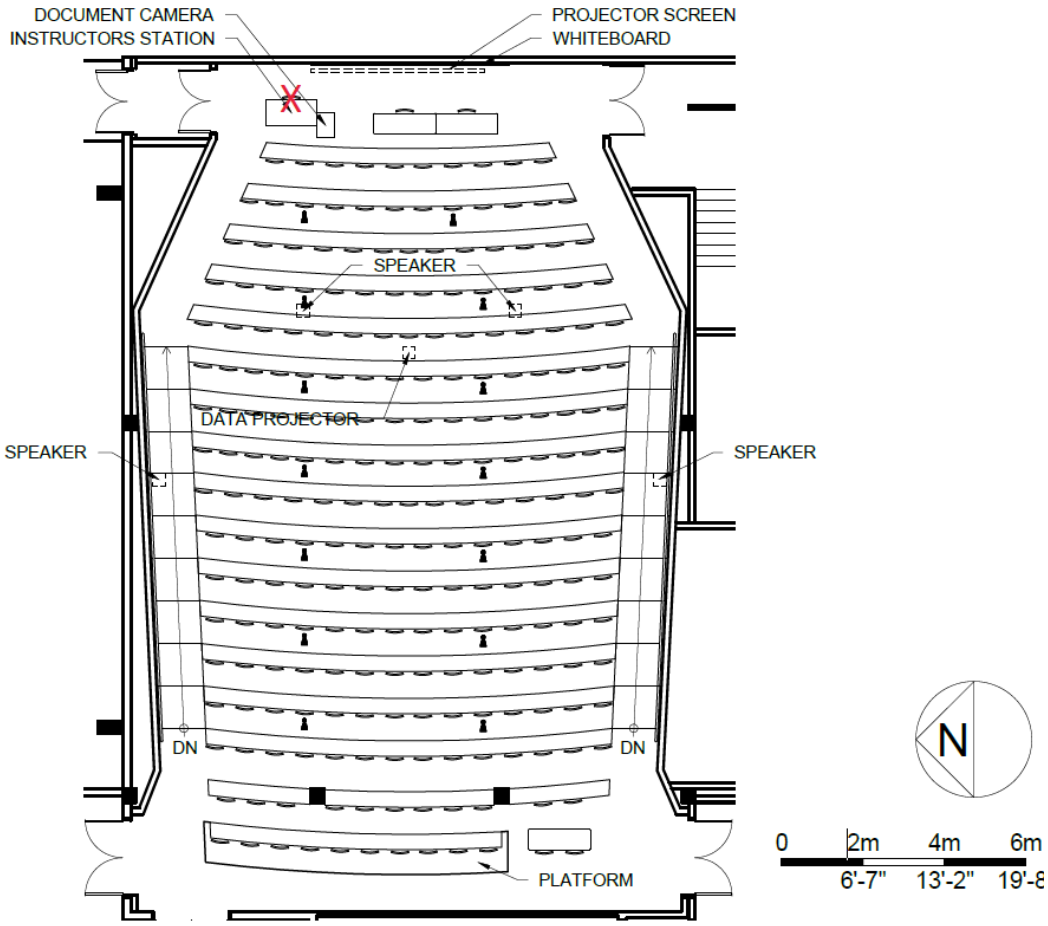
EOC	Name *Glen Magel*	Position EOC Director	Date November 21, 2020

DOCUMENT HISTORY

Nov 13, 2020	Updated end date to Aug 31, 2021 Submitted for approval	Brent Dunn, Associate Dean
Sept 23, 2020	Initial submission	Brent Dunn, Associate Dean

Appendix A Diagrams





Building	Room	Typical Capacity	Physical Distance Capacity
SW01	1205	232	14